



Leave Without Pay

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1.0 POLICY

The County of Lee places benefited employees on Leave Without Pay under certain conditions as outlined within this policy.

2.0 DEFINITIONS

- 2.1 Benefited Employee:** An employee assigned to a position designated as full-time (FT) or part-time (PT).

3.0 PROCEDURE / RULE

- 3.1** All sick time and vacation time must be exhausted before leave without pay will be granted.
- 3.2** After an employee has completed the initial probationary period, leave without pay may be granted for up to six (6) months by the County Manager upon recommendation of the Department Director. Leave without pay may be granted for personal reasons and for education not directly related to employee duties. Upon returning to duty after being on leave without pay, the employee shall be guaranteed a position of the same classification, seniority, and pay. Failure to report for duty at the expiration of the leave-without-pay period, unless an extension has been granted, shall be considered a resignation.
- 3.3** Vacation and sick time credits will not be accrued during leave without pay. Individual hospitalization and life insurance provided for the employee by the employer during regular pay status will not be provided as employer expense benefits during leave without pay unless the employee was on the payroll a minimum of one-half (1/2) the working days during the calendar month. The employee may, however, elect to pay the total premium for his/her hospitalization and life coverage during such periods of leave without pay when the county does not cover said premium. If employee refuses to pay for hospitalization and life insurance premiums, said benefits will be cancelled and the cobra process will be initiated.

3.4 Holiday pay will not be granted during leave without pay.

4.0 APPENDIX / APPENDICES

None.